

# BOSTON PUBLIC SCHOOLS



## OFFICE OF LEGAL ADVISOR

October 3, 2013

Mr. Shawn Musgrave  
MuckRock News  
Dept. MR 6720  
P.O. Box 55819  
Boston, MA 02215-5819

Re: Public Record Request, dated September 12, 2013

Dear Mr. Musgrave:

We have received your request for public records, dated September 12, 2013, via electronic mail, which was forwarded to my office on October 3, 2013 for a direct response. The Massachusetts Public Records Law, G. L. c.66, § 10, and its implementing regulations govern your request. We are reviewing your request to determine whether the documents sought are "public records" subject to disclosure and, where applicable to estimate the cost of complying with your request.

As provided by the public records law, the charge for copying documents is twenty cents (\$.20) per page for photocopies, twenty-five cents (\$.25) per page for microfilm, and fifty cents (\$.50) per page for computer printouts. There also is a charge for the time it takes to search for the records, remove any exempt data, and photocopy and re-file the record. In addition, if copies of public records are to be mailed to you, there is a charge for the actual cost of postage.

We will be contacting you shortly regarding the availability of the records requested and the estimated costs of complying with the request. At that time, you may direct us to make the public records available to you for review at the School Department offices at 26 Court Street, Boston, rather than by copying, in order to avoid photocopying charges.

In the meantime, please feel free to contact this office if you have any questions.

Very truly yours,

Alissa Ocasio  
Legal Advisor

AO/nyc